



The Oklahoma Propane Education and Safety Council is seeking applications for the position of **Communications Coordinator and Program Specialist.**

To be considered, please provide the following information:

- A cover letter indicating interest in the Communications Coordinator and Program Specialist position
- Current resume
- Financial requirements for the duties required (see attached)
- Three professional references
- Provide any description(s) or example(s) of past work including but not limited to:

- Website content
- Social Media Content
- Promotional Videos
- Press Releases
- Newsletter/Magazine Articles
- Customer Service Experience
- Coordination of Client Facing Programs
- Programs Directed Toward the Public

All required information should be submitted to:

Communications Coordinator and Program Specialist
Oklahoma Propane Education and Safety Council
PO Box 54889
Oklahoma City, OK 73105
Or email: lpgascomm@okpropane.org

Deadline for submission is: 5:00 p.m., September 9, 2026

Oklahoma Propane Education and Safety Council

Communications Coordinator and Program Specialist Salaried, Exempt Position Reports to Executive Director



DEFINITION:

Under direction of the Executive Director, the Communications Coordinator and Program Specialist will be responsible for managing all communications of the Oklahoma Propane Education and Safety Council. In addition, they will coordinate, promote and administer programs directed toward the consuming public and industry stakeholders.

In order to perform these duties, the ideal candidate must be detail oriented, highly motivated, outgoing and able to communicate effectively with consumers and industry stakeholders.

EXAMPLES OF WORK PERFORMED:

Content Creation:

- Develop and curate engaging content for OPESC's website, blog, social media channels, email newsletters, and other communication platforms.
- Write press releases, articles, and other materials to promote OPESC's initiatives, events, and industry news.
- Collaborate with internal and external entities to gather content and ensure messaging alignment with organizational goals.
- Perform all other duties as assigned

Digital Marketing:

- Manage OPESC's social media presence, including content creation, posting schedules, and engagement with followers.
- Monitor social media trends and analytics to optimize content performance and drive engagement.
- Assist in the development and execution of digital marketing campaigns to promote OPESC events, and the propane industry as a whole to the consuming public.

Public Relations:

- Serve as the primary point of contact for media inquiries and press relations.
- Cultivate relationships with media outlets and industry influencers to increase coverage and visibility for OPESC.
- Coordinate interviews, press conferences, and other media opportunities as needed.

Graphic Design and Multimedia:

- Create visual content, including graphics, infographics, and videos, to complement written communication efforts.
- Collaborate with designers and multimedia specialists to produce high-quality visual assets that align with OPESC's brand identity.

Analytics and Reporting:

- Monitor and analyze communication metrics, including website traffic, social media engagement, and email performance.
- Generate regular reports to track communication effectiveness and identify areas for improvement.

Administer OPESC Programs:

- Serve as the point person for consumer and industry rebate programs.
- Cultivate relationships with stakeholders to promote industry rebate programs.
- Coordinate implementation of rebate programs.
- Manage the day-to-day processing of rebate programs.
- Responsible for data collection of the Council's rebate programs.

Other Duties and Responsibilities:

- Perform all other duties as assigned by the Executive Director to support the organization's mission and operations.
- Attend board meetings and report on activities as needed.
- Plan and coordinate the Council's presence and participation in industry trade shows, festivals and other appropriate marketing events.
- Attend and represent OPESC at industry events.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Communications, Marketing, Journalism or related field is required. Experience in communications, public relations or digital marketing preferred. Relevant experience may be substituted for the degree requirement on a year-for-year basis. Knowledge of the propane industry or energy sector is a plus.

Licenses and Certifications:

Valid driver's license and good driving record is required.

Core Competencies:

- Attention to Detail
- Problem Solving
- Adaptability – able to multitask effectively
- Team Collaboration
- Possess excellent interpersonal communication skills.
- Excellent writing and editing skills, with a keen eye for detail and accuracy.
- Strong understanding of social media platforms, trends, and best practices.
- Proficiency in graphic design tools (e.g., Adobe Creative Suite) and multimedia production software.
- Ability to manage multiple projects simultaneously and meet tight deadlines.
- Experience with website content management systems and email marketing platforms is preferred.

SPECIAL CONSIDERATIONS:

In-state travel is required; must have a clean driving record.

Some out-of-state travel is required.

Benefits (insurance stipend, vacation, sick leave) will be offered after 90 days of employment.

Employment evaluations will be performed annually.